# III. SECURITY ADMINISTRATION

The Enrollment Administrator (Officer) in each Issuer/Custodian office will be responsible for adding new issuers. Ginnie*NET* will assign an unique ID to each user with a standard password. The password must be changed the first time a new user logs on to the system.

It is recommended that at least two security officers (a primary and a back-up) be identified from each Issuer/Custodian location.
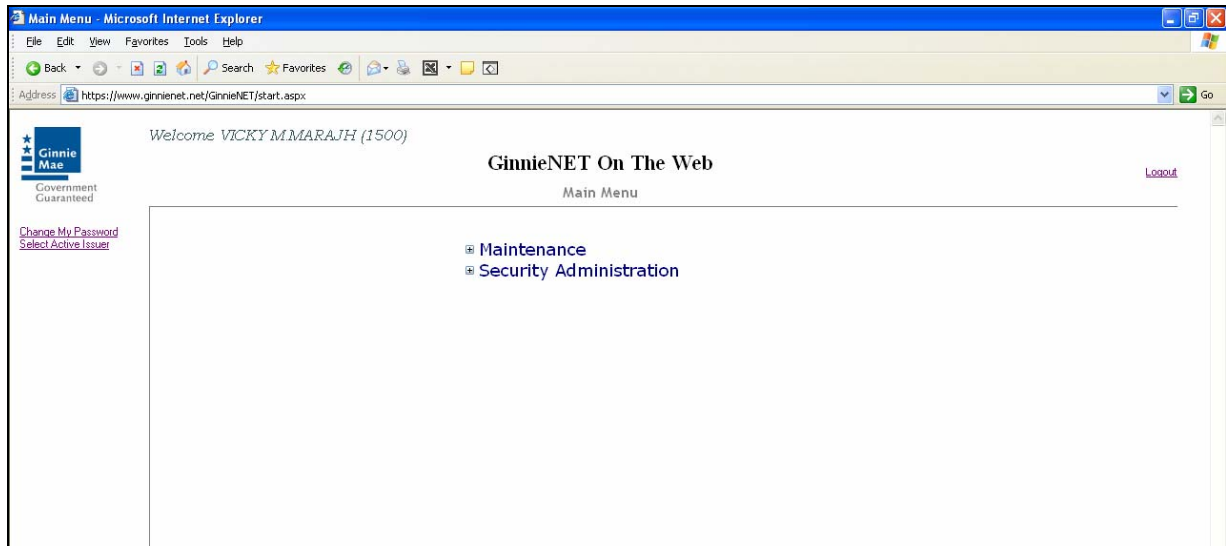
Select on one of the following options:

Change Password (on left of screen)
Fingerprint Enrollment
Add New User Account
Manage User Account
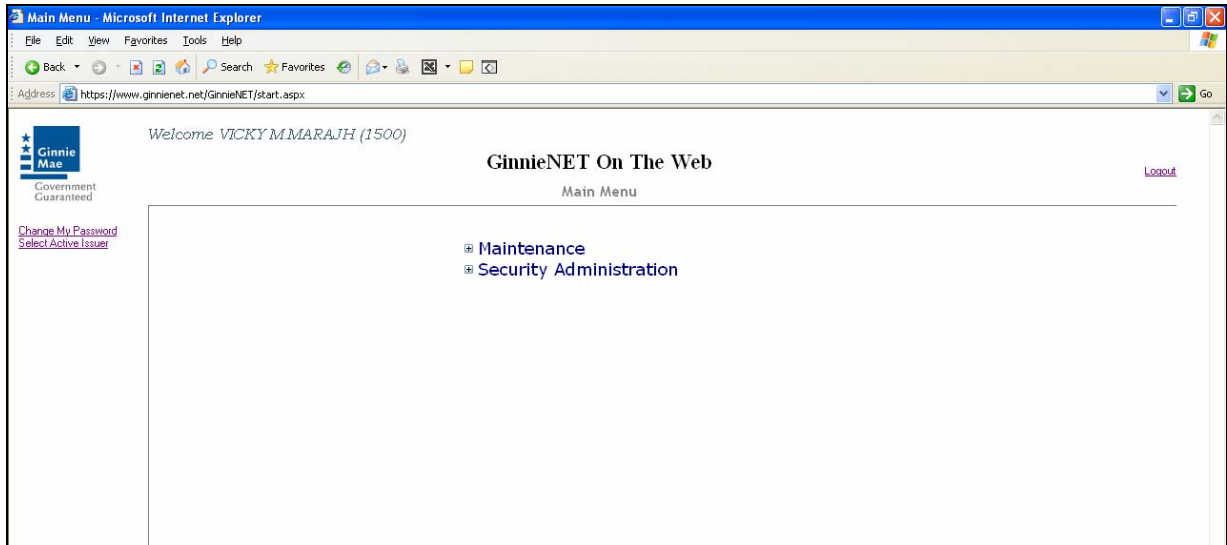
NOTE: Selecting Logout in the right hand corner of the page will take you out of Ginnie*NET*.

ADD A NEW USER ACCOUNT

To begin the enrollment process, the Enrollment Administrator will log onto www.ginnienet.net and enter their GinnieNET ID and password. The following screen will appear:

_Note: Before you enroll a user you must setup a user account._

1. Select the _Security Administration_ and _Add New Local User Account_.

1. Enter the User's name.
2. Enter the User's Title.
3. Enter the initial password for the user.

Note: No one should know your Password. Be sure to create a Password that you can remember. The integrity of the password is diminished should you be required to write it down. You can change your Password at anytime using Change My Password option in the left hand corner of the page.
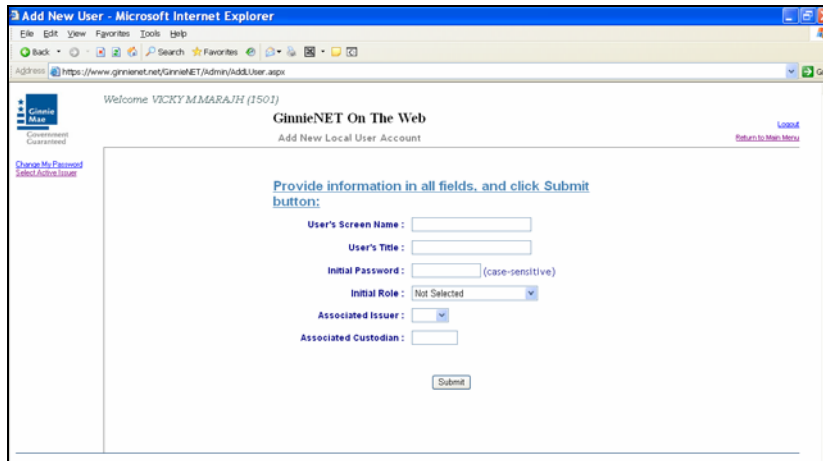
4. Indicate the role of the user from the drop down menu.
5. Select the Issuer number.
6. Bypass the Custodian ID field.
7. When all data has been entered, Select [Submit] to generate a User ID.
8. After Selecting [Submit] the confirmation screen should appear.
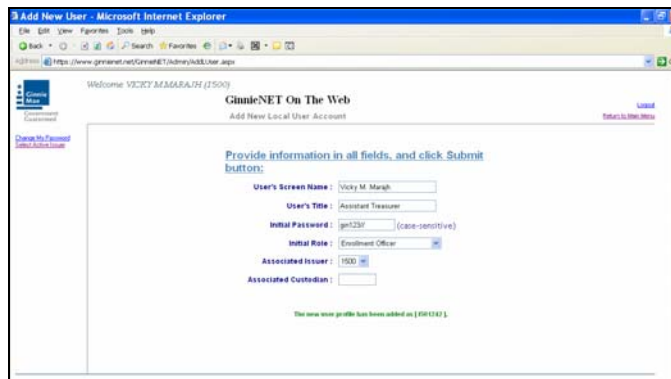
__The new user profile has been added as [I501242]. The system generates a different ID to access GinnieNET for each new user added to the system.__

__NOTE__: Selecting __Return to Main Menu__ in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.
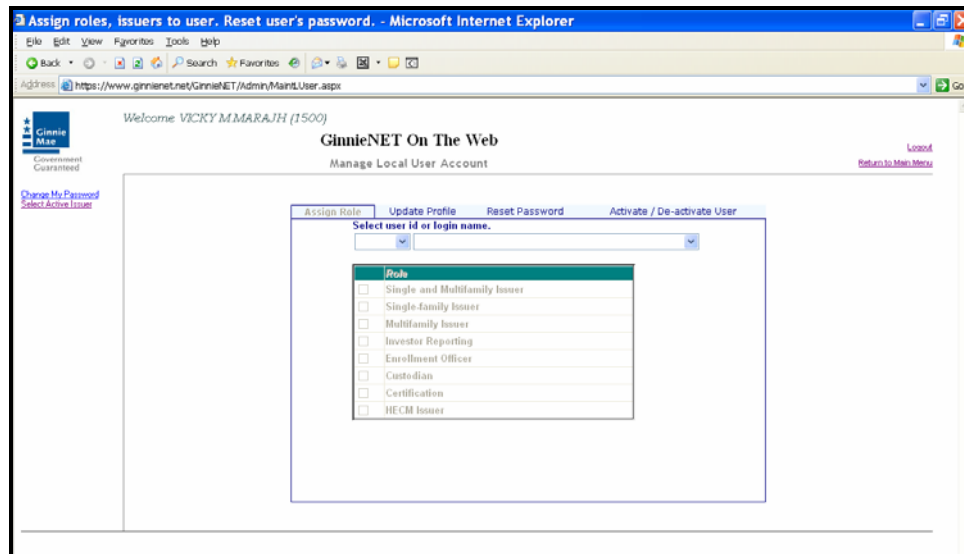
MANAGE USER ACCOUNT

From the MAIN MENU select **Manage User Account.**
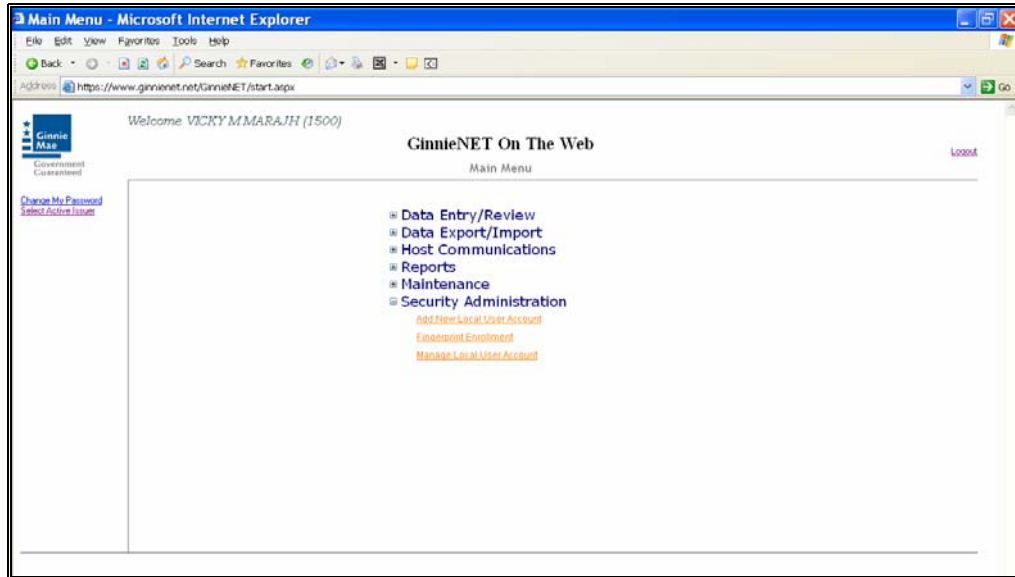
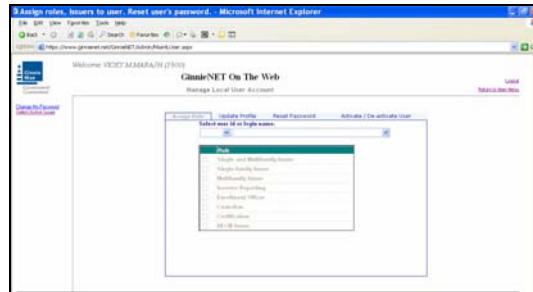1. This option allows the Enrollment Administrator to assist the following:

➢ Assign Role
➢ Update Profile
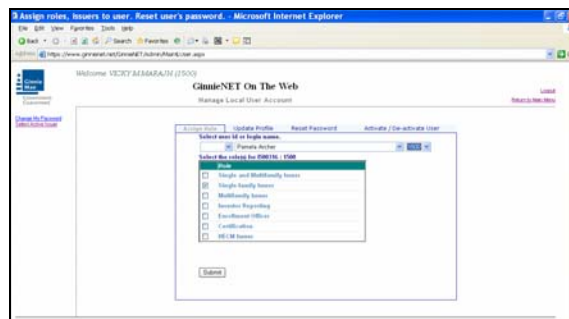➢ Reset Password
➢ Activate/De-activate User

ASSIGN ROLE

The Assign Role option allows the Enrollment Administrator to grant access to different functions of the system.
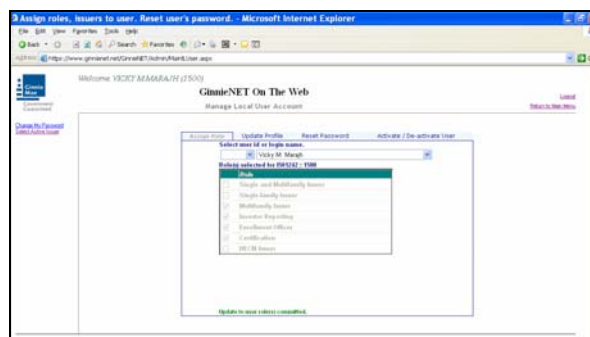
1. Select on the down arrow to select a user by their ID or name.

2. If there is more than one Issuer assigned to your system Select on the drop-down arrow and select the desired Issuer ID.

3. Check the related function(s) for your user and Select on the **_Submit_**.

To change the role(s) for another user, from this screen, search for the user(s) you want to assign role(s) to, by Selecting on the drop down arrow to select by user ID or login name.

NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.

UPDATE PROFILE

Update Screen Name or Update Screen Title

1. By selecting User ID or login name, an User can update or assign roles by following the steps provided below:
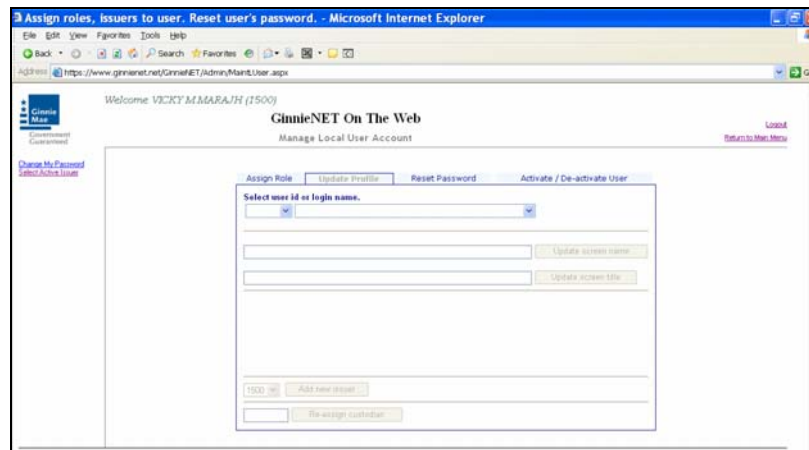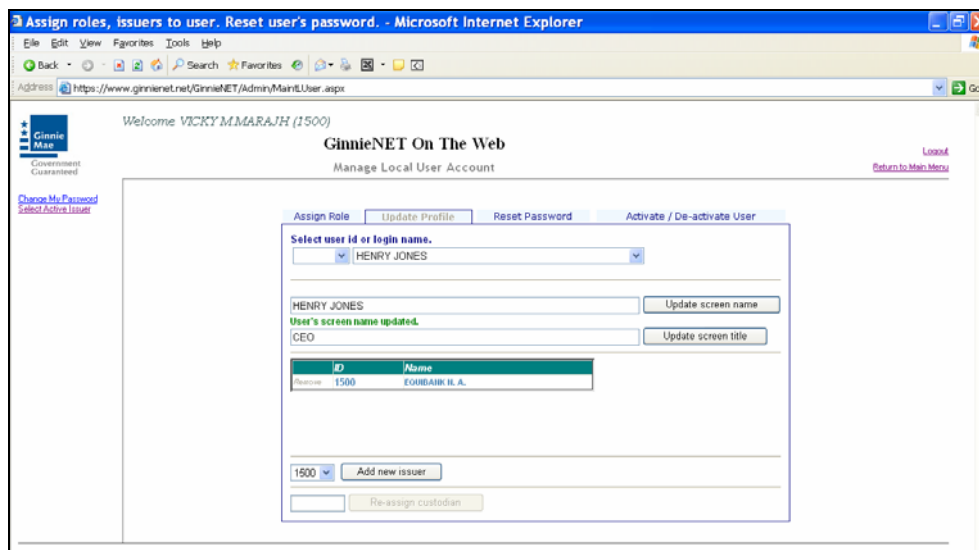

2. Change a screen name by entering a new screen name and Selecting [Update screen name].
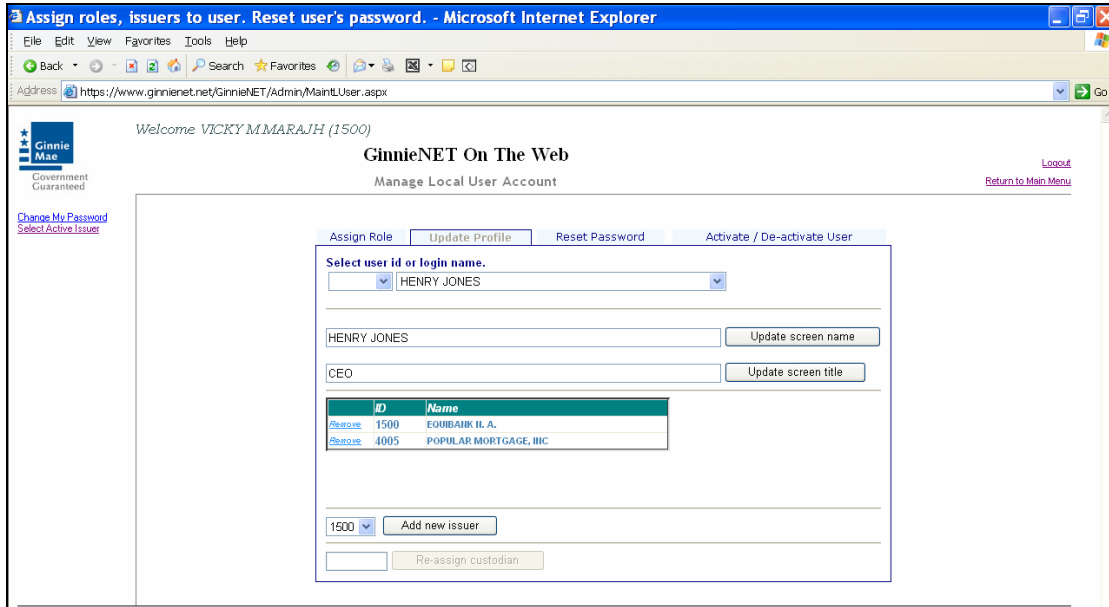
3. Change a screen title by entering a new screen name and Selecting [Update screen title].
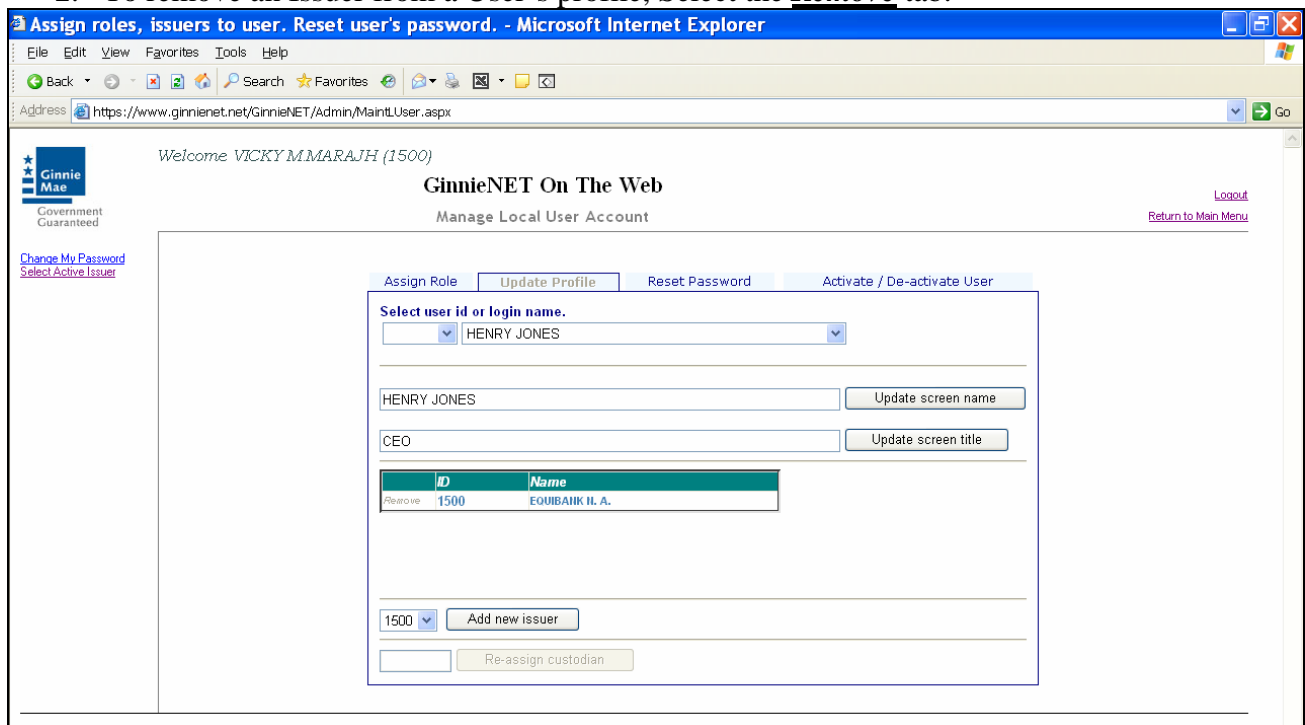
Add New Issuer

1. If there is more than one Issuer to assign to your system Select on the drop down arrow and select the desired Issuer ID and Select on **Add New Issuer**.
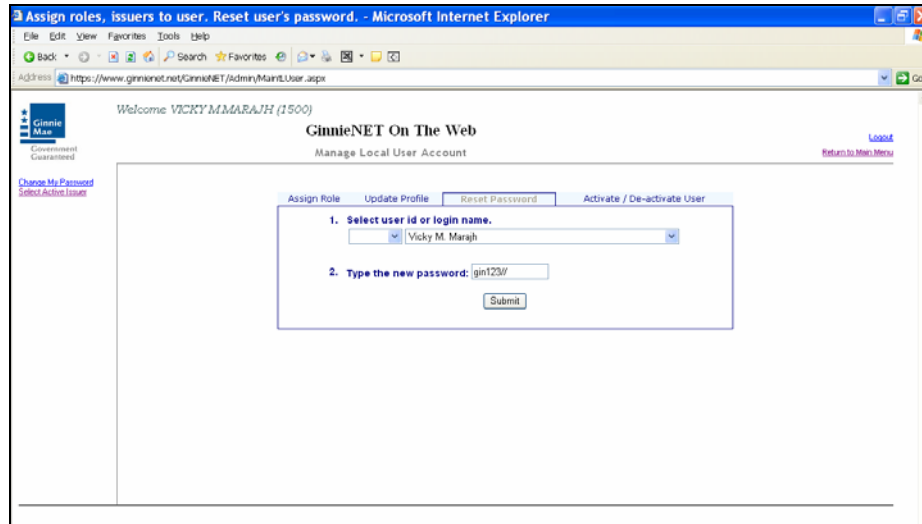

Remove an Issuer

2. To remove an Issuer from a User's profile, Select the **Remove** tab.

RESET PASSWORD

1. Select on the drop down arrow to select by user ID or login name of the password to be reset.

Note: No one should know your Password. Be sure to create a Password that you can remember. If you have to write it down, its value as a security device is diminished.

2. Type in the new password and Select **Submit**.
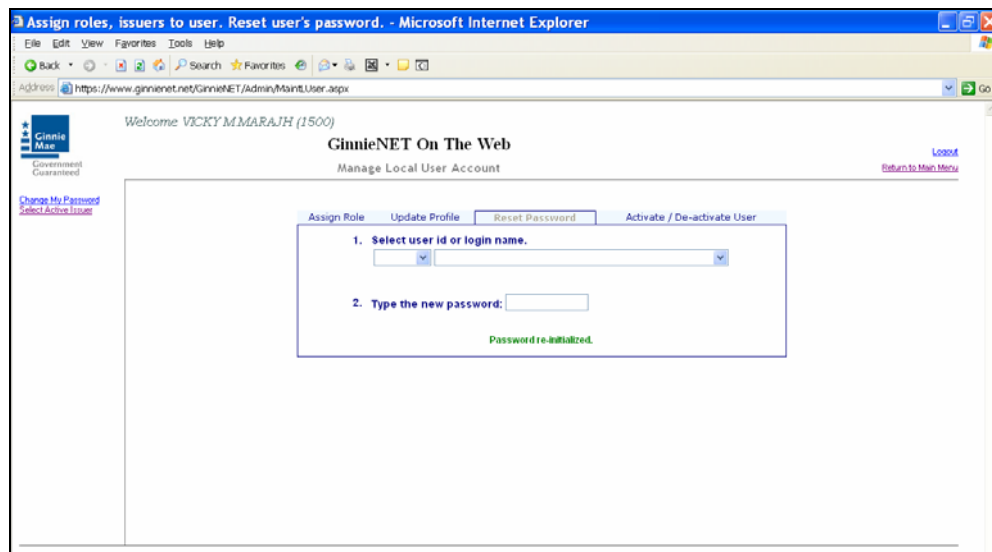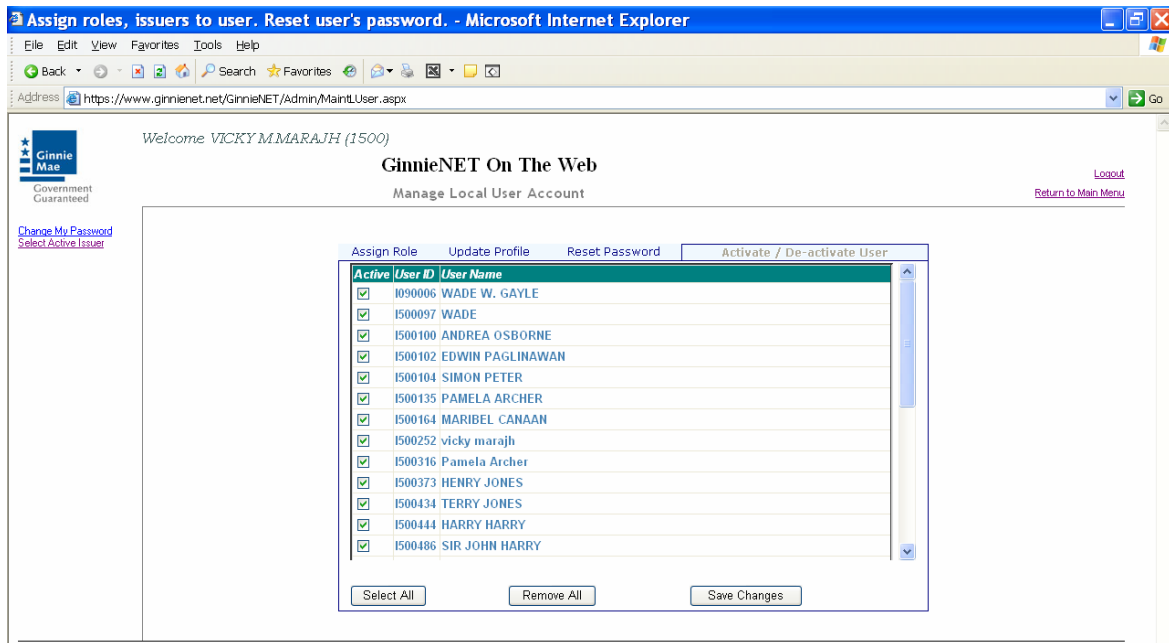

3. Password re-initialized **s**hould appear on the screen.

NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous Main Menu and Selecting Logout will take you out of GinnieNET.

This option allows you to Activate/De-activate users on the system.

1. Select the active box to select user(s) you want to activate/de-activate and select [Save Changes] .

The following confirmation will appear.

*NOTE: Selecting Return to Main Menu in the right hand corner of the page will return you to the previous **Main Menu** and Selecting Logout will take you out of GinnieNET.*
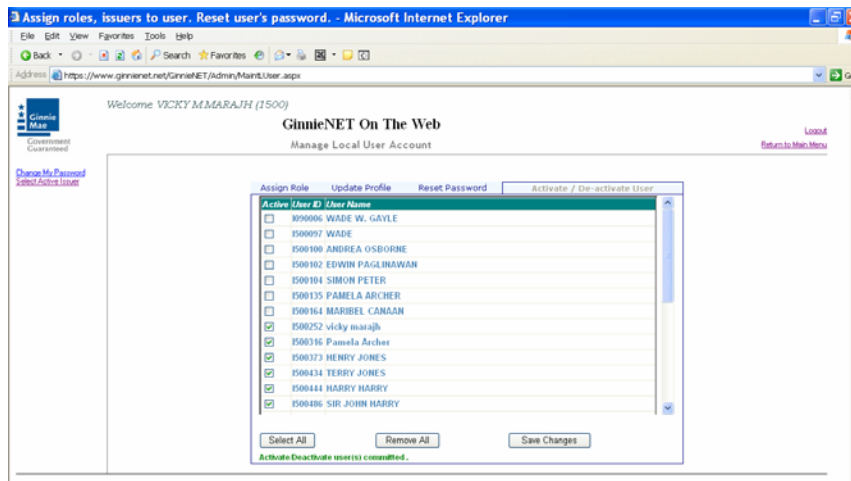
FINGERPRINT ENROLLMENT OVERVIEW

GinnieNET Authorized Signatories are required to appear on the form HUD 11702
- Must have their Private Key and signed Public Key,
- Must have a government picture ID.

  o Enrollment Administrator will open the Fingerprint Enrollment page.
  o Enrollment Administrator will insert the enrollee's public key.
  o The application will check the key to ensure that it contains 'GinnieNET Certificate Authority.
  o The application will extract and display the user name from the public key.
  o Enrollment Administrator will request the enrollee's government picture ID.
  o Enrollment Administrator will confirm that the enrollee is the individual in the picture.
  o Enrollment Administrator will confirm that the enrollee's government picture ID name matches the name on the public key.
  o Enrollment Administrator will enter the type of government picture ID and the ID Number.
  o The enrollee will insert the private key.
  o The enrollee will enter the private key password.
  o The application will verify the password (three attempts).
  o The application will scan the enrollee's fingerprint and save the following:

    - Enrollment Administrator's identifier
    - User name extracted from the key
    - Type of government picture ID
    - Government picture ID number
    - Public Key
    - Private Key
    - Fingerprint characteristics
    - Date of enrollment

Prior to initiating the fingerprint enrollment, it is the responsibility of the Enrollment Administrator to ensure he/she knows the person being enrolled and that the person has the appropriate credentials with them (driver's license, passport, etc.).

The Enrollment Administrator must also make sure the person being enrolled is on the form HUD 11702 - Resolution of Board of Directors and Certificate of Authorized Signatures.

FINGERPRINT ENROLLMENT

To begin the enrollment process, the **_Enrollment Administrator_** will log onto www.ginnienet.net and enter their Ginnie*NET* ID and password. The following screen will appear:
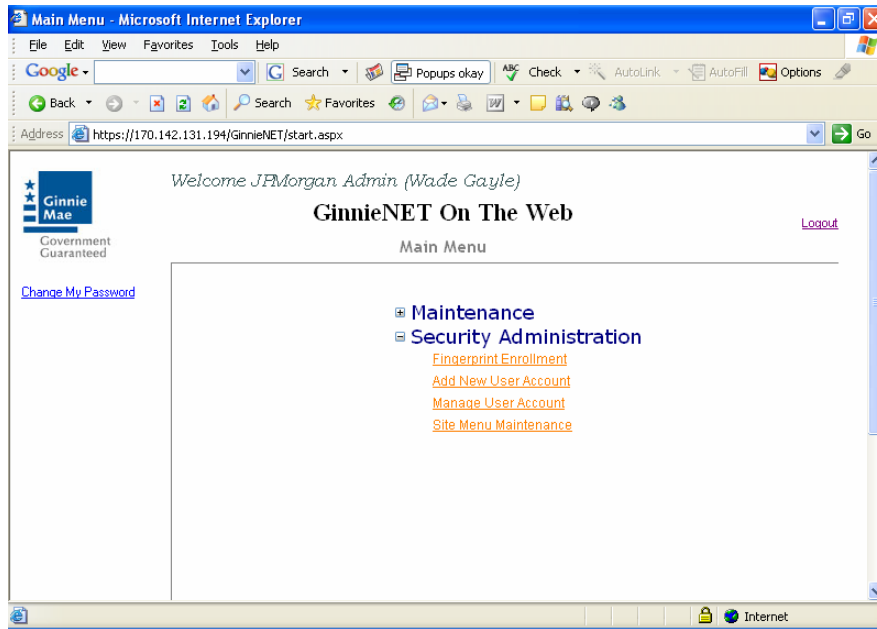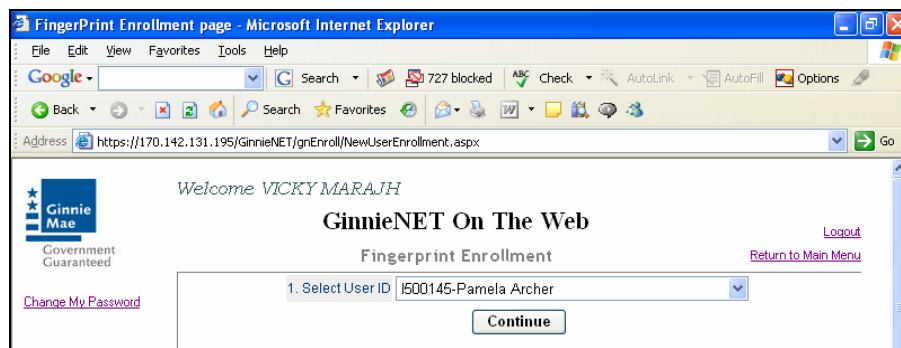

## _Note: Before you enroll a user you must setup a user account_

7. Select on **_Return to Main Menu_**.

Fingerprint Enrollment

8. Select **_Fingerprint Enrollment_** to begin the enrollment process.

9. Use the drop-down arrow to find the user ID for enrollment.

10. Select the User and Select on **_Continue_**.

11. Insert the Public Key disk and type the public certificate file **_USERCERT.DER_** . The Public Key disk is normally a floppy disk. You can use the [Browse...] option to locate the key disk.
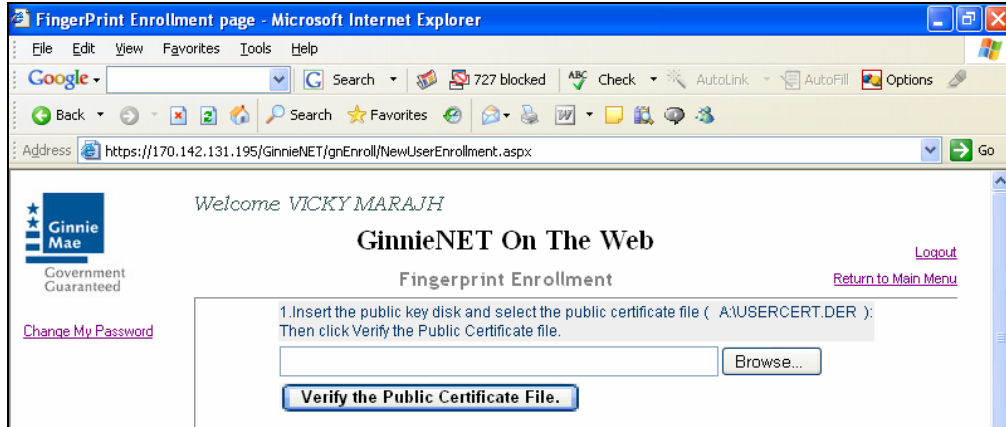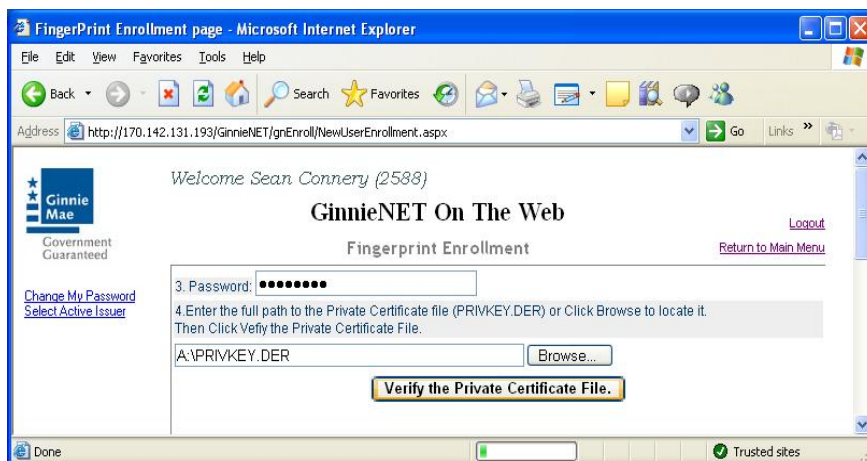

12. Once the Public Key file USERCERT.DER has been entered, Select **_Verify the Public Certificate File._**

13. If the Public Key Certificate is verified, the user will be prompted to remove the public key.

14. Enter the password assigned to the public key diskette.

15. Enter the full path to the Private Certificate file (A:\PRIVKEY.DER) or Select **_Browse_** to locate it.

16. The Private Certificate file is normally a floppy disk and is entered into the A drive. You can use the ***Browse*** option to locate the key disk.

17. Select ***Verify the Private Certificate File***.

18. If the Private Key certificate is verified, the user will be prompted to remove the private key and Select *Ok.*

19. Enter the enroll government picture ID type from the drop down menu (usually a drivers license or a passport).
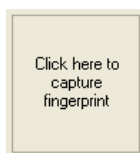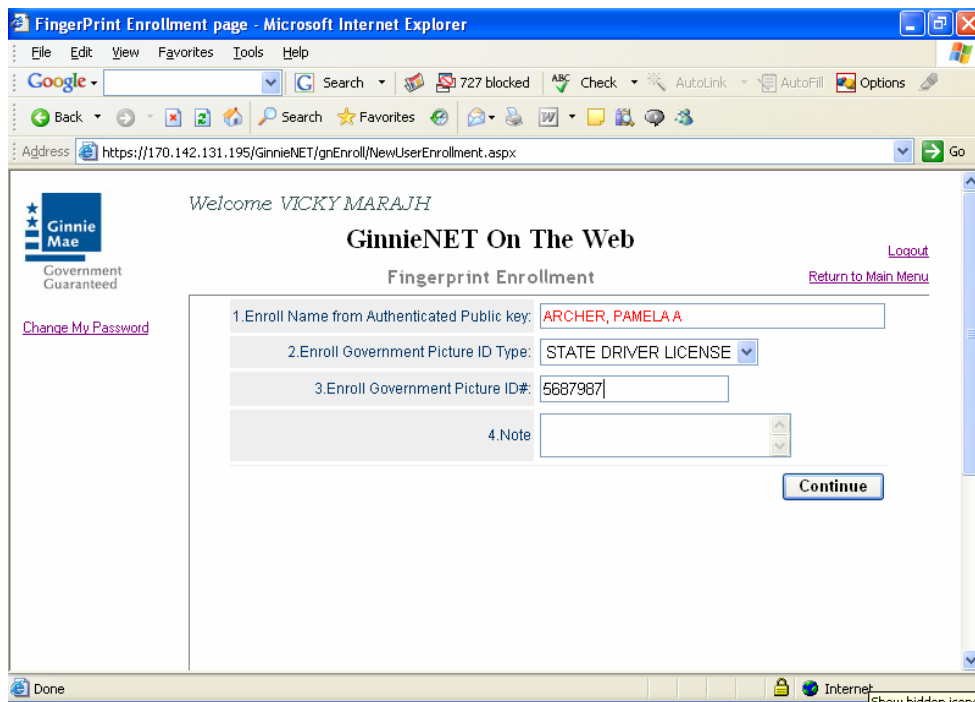

20. Enter the enroll **Picture ID #.**

21. Enter any additional Notes and/or Select ***Continue.***

22. The Security Officer Fingerprint Verification screen will appear. Select _**Verify**_ to begin Fingerprint Verification.
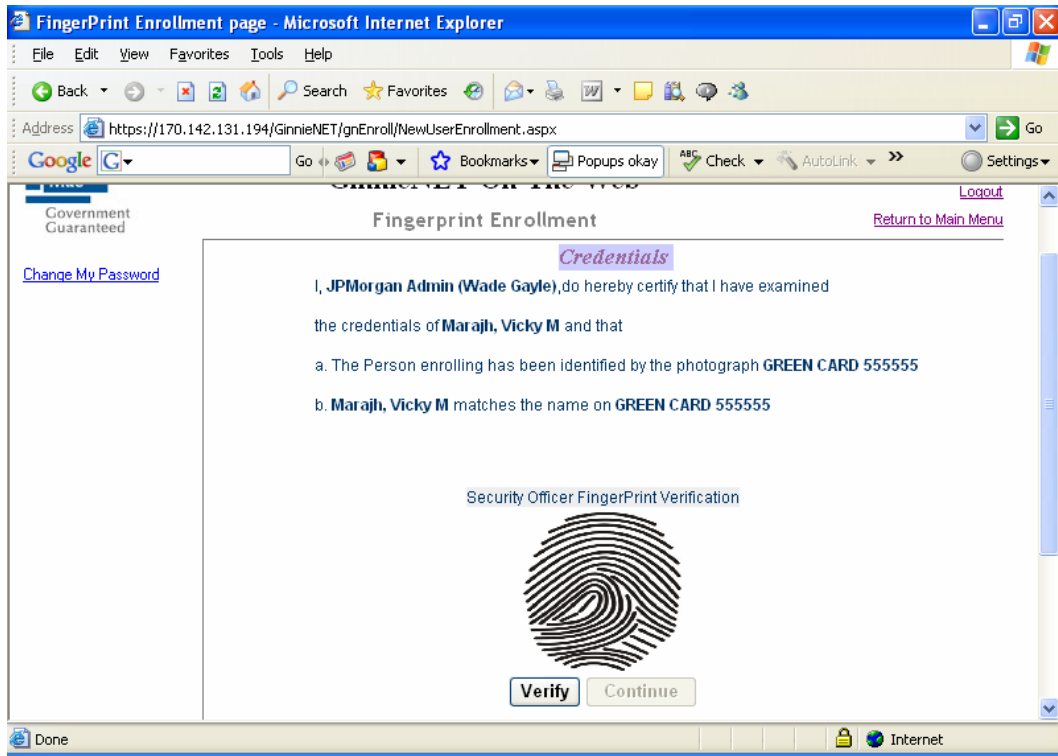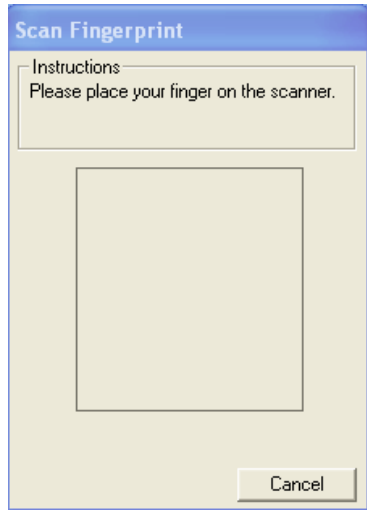

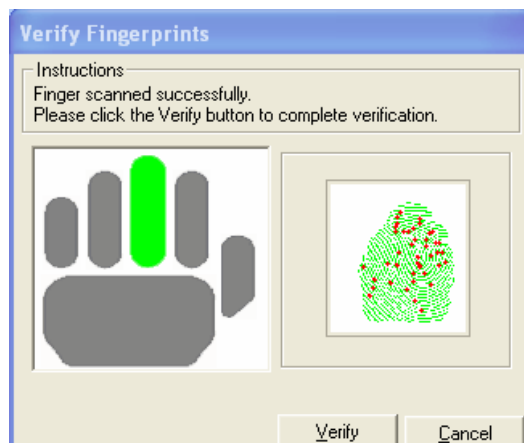23. The system will ask for the Enrollment Officer's fingerprint.
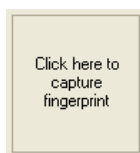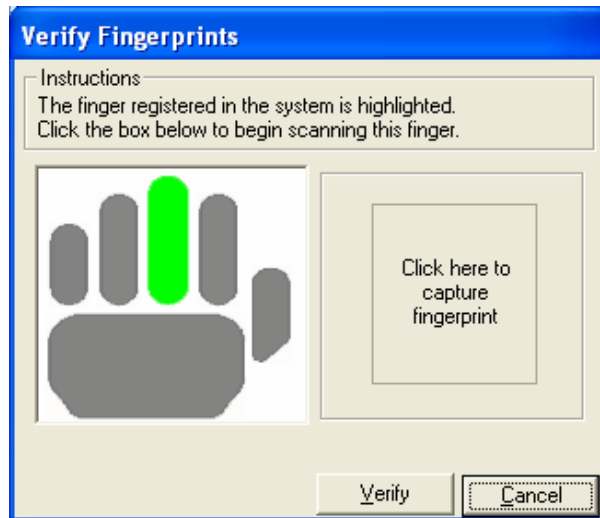
24. Select to capture your fingerprint.

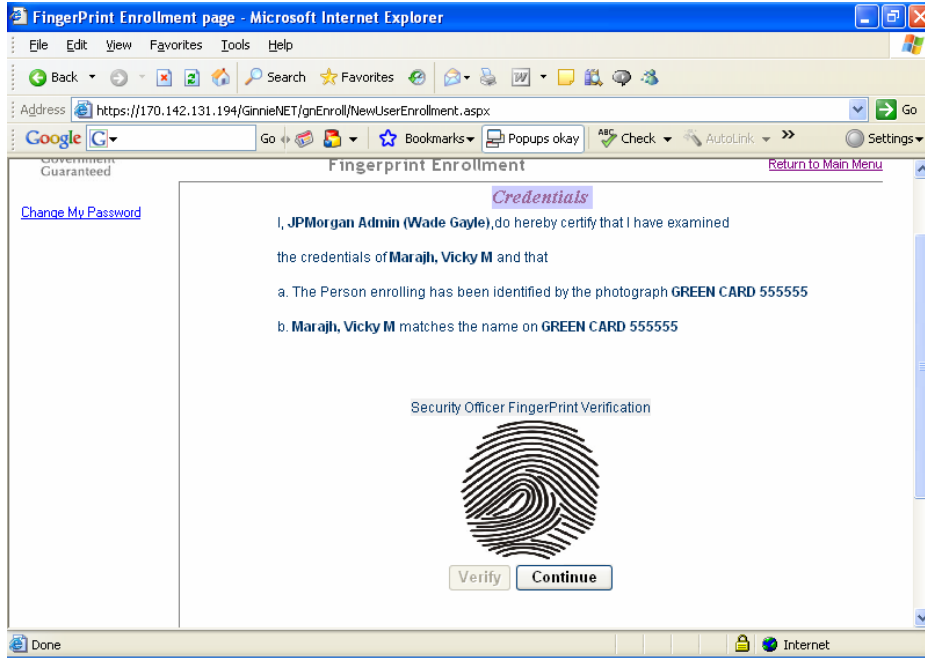***The Fingerprint Enrollment screen should appear:***

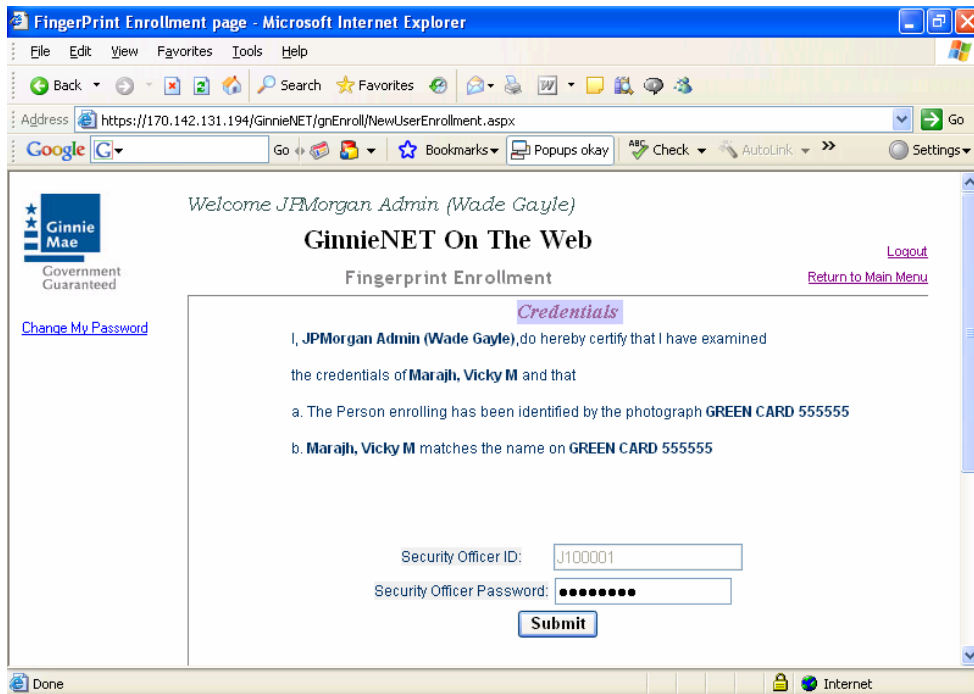25. The Enrollment Administrator should place the finger previously used to enroll in Ginnie*NET* on the scanner.

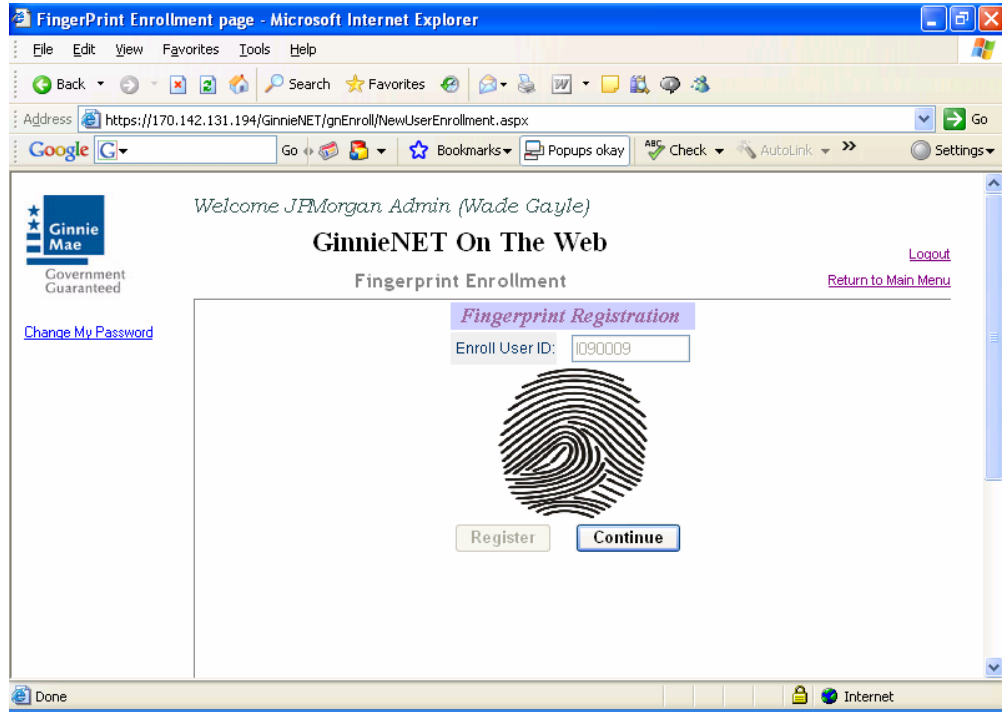26. Scan the fingerprint and Select ***Verify***.

27. If the fingerprint is verified Select **_Continue_**.

28. The Security Officer must enter their security password and select **_Continue_**.

29. If the fingerprint is verified, the system will display the Fingerprint Enrollment screen for the User to be enrolled.
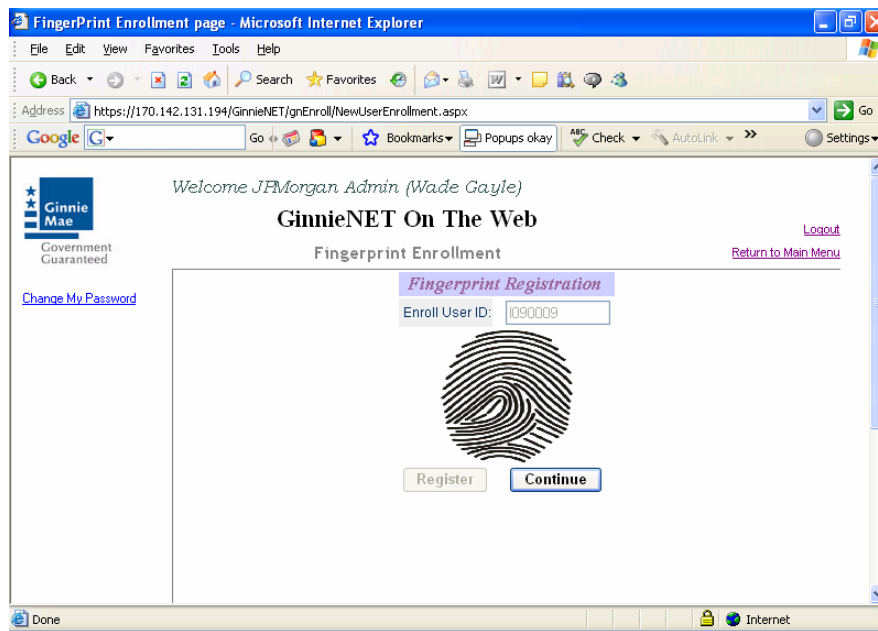

30. Scan the fingerprint 3 times and Select _Register_.

31. If the three fingerprints do not match the following screen appears. Select OK .
        Go back to step 29

32. If the system matches the three fingerprints the following appears. Select **Continue.**

33. Fingerprint enrollment process is completed successfully. Select on **Ok** to exit.